



May 15, 2020  
File No. 19-5-014

Michael Davies  
Town of Discovery Bay CSD  
1800 Willow Lake Road  
Discovery Bay, CA 94514

**SUBJECT: PROPOSED SCOPE AND BUDGET TO PREPARE THE 2020 URBAN WATER MANAGEMENT PLAN FOR THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT**

Dear Mr. Davies:

This letter outlines a scope for engineering services for Luhdorff and Scalmanini Consulting Engineers (LSCE) to prepare the 2020 Urban Water Management Plan (UWMP) for the Town of Discovery Bay Community Services District (District).

**Project Understanding**

The State of California requires every urban water supplier that provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections, to prepare an Urban Water Management Plan (UWMP) every five years. The UWMP's must be prepared to meet the requirements of the California Water Code. UWMP's are intended to provide an urban water supplier and the State of California with the planning for reliable water supplies over a 20-year horizon.

Beginning with the 2010 UWMP, the State mandated water conservation measures with a 20% reduction in water consumption per-capita by the year 2020, as required in the Water Conservation Bill of 2009 Senate Bill X7-7 (SBX7-7). The 2015 UWMP required urban water suppliers to report on the water reduction targets and to make updates to the water supply and demand projections, water supply reliability assessment, and water shortage contingency planning. In addition, the 2015 UWMP required preparation of the first Water Loss Audit, which is now completed on an annual basis to comply with SB 555. The District's Board of Directors has previously adopted the 2010 UWMP and 2015 UWMP to comply with regulations.

In the 2020 UWMP, there will be a new 20-year projection of population and water demand to year 2040 that is prepared in accordance with the approved methodology. The 2020 UWMP will evaluate the ongoing water conservation practices, water demand management measures and the water supply reliability. In addition, under the new legislation (SB 606/AB 1668), new requirements are included for

the 2020 UWMP. The 2020 UWMP must define the reliability of water supply based on metrics that will be provided in the DWR Guidebook (a guide for preparing plans that will be released in late summer 2020). The 2020 UWMP must include “stress tests” of water supply versus demand to support the analysis of reliability under an average water year, single dry water year and throughout five consecutive dry water years. The 2020 UWMP must also include additional information related to water loss standards. Finally, the 2020 UWMP must develop a Water Supply and Demand Assessment, which will be updated by the Town every year following the 2020 UWMP.

The 2020 UWMP must be adopted by the Board and submitted to DWR by July 1, 2021. It will take approximately 10 months to complete the work. There will be a Draft UWMP and a Final UWMP that both must be reviewed at public meetings with a 60-day public review period for both the Draft UWMP and Final UWMP. To meet the deadline and comply with required public review times, the Draft UWMP should be reviewed in a public meeting no later than March of 2021 and the Final UWMP should be reviewed and adopted in a public meeting in May 2021. From there the District’s adopted UWMP would be submitted to DWR in June 2021.

## **Scope for Engineering and Field Services**

LSCE’s proposes to complete the project in the following tasks detailed below. Budgets for each task are compiled in the subsequent section on Cost Estimating and Contract Administration.

### **Task 1: Project Administration**

Under this task, LSCE will coordinate with the District and conduct project management to prepare the 2020 UWMP. LSCE will use information from previous 2010 and 2015 UWMPs and request additional information from the District. Information will be needed from the District’s operator (Veolia) such as for water production and from District staff such as for service connections, water meter information and water conservation practices.

Throughout the course of the project, LSCE will provide updates to District staff on the progress of the plan development and discuss sections of the plan with District staff to ensure the UWMP being developed reflects the overall water supply planning direction of the Town. The following items are anticipated to be discussed/coordinated with District staff:

- General requirements for the UWMP
- Adoption schedule and Board meetings
- Updates to water use targets and water demand projections
- Development of the Water Supply and Demand Assessments (new 2020 requirement)
- Development of water loss standards (new 2020 requirement)
- Inclusion of the District’s Water Shortage Contingency Plan (to be adopted separately)
- Water conservation practices and demand management measures

## **Task 2: Preparation of Draft UWMP**

Under Task 2, LSCE will prepare a draft 2020 UWMP for review by District staff before being released for public review. The Draft 2020 UWMP will be based on input provided by District and guidance of LSCE. LSCE would update the sections from the previous 2015 UWMP to the extent possible and provide the new analysis as required in the 2020 UWMP. The 2020 UWMP involves the following new sections:

- Inclusion of a Water Shortage Contingency Plan that must be adopted separately by the District prior to completion of the Final 2020 UWMP. The Water Shortage Contingency Plan consists of the actions that the District would take in the event of water shortages. A draft ordinance was presented in the 2015 UWMP that would work as the starting point of this plan.
- Development of the Water Supply and Demand Assessments. Under SB 606 and AB 1668, utilities will begin submitting annual assessments of water supply and demand to the State, with the first submittal being included in the 2020 UWMP. LSCE will develop the assessment for the 2020 UWMP and develop a compliant methodology that can be utilized by District staff for reporting the assessment each year following the UWMP.
- The 2020 UWMP will require information on water loss from the previously completed annual water loss audits. LSCE will assemble and report the information as required per the regulations.

The Draft 2020 UWMP will be a complete document that addresses all requirements and reflects our understanding of the District's vision. LSCE's deliverable to the District will include the data tables, all written chapters of the UWMP and the DWR checklist to ensure all components of the plan are satisfied. LSCE would meet with District staff to review the Draft UWMP. Changes will be made to the UWMP following the meeting and any comments from the District staff.

## **Task 3: Public Workshop to Review Draft UWMP**

LSCE proposes to hold a public workshop with the Water/Wastewater Committee and the Board of Directors to review and discuss the Draft UWMP, after it has been reviewed internally by District staff. This public review would include a 60-day notification period (as required in the regulations) to ensure the public has sufficient time to review the contents of the UWMP. During the workshop, LSCE will provide a presentation of the UWMP and its contents and answer any questions from the Board of Directors.

## **Task 4: Final UWMP Adoption and Submittal**

LSCE will prepare the Final 2020 UWMP based on input and direction received from the District during the review of the Draft UWMP. Once the Final UWMP is prepared, and after a 60-day public review period, LSCE will attend another Board meeting to present the Final UWMP. If no other changes are made, then the District's Board can move to adopt the Final UWMP. Once the UWMP is adopted, LSCE will submit the adopted UWMP to DWR in accordance with the electronic online submittal requirements

## Project Milestone Schedule

The deadline to submit the adopted 2020 UWMP to DWR is July 1, 2021. To meet this deadline, LSCE envisions the following milestones:

- July 2020: Notice to Proceed (issued by District).
- September 2020: LSCE completes the projections of population and water demand.
- December 2020: District adopts the Water Shortage Contingency Plan, and LSCE completes the Draft UWMP for District staff review.
- March 2021: Conduct the public workshop to review the Draft UWMP following a 60-day public notification period.
- May 2021: Board meeting to review and adopt the Final UWMP following a 60-day public notification period.
- June 2021: LSCE submits the final adopted 2020 UWMP to DWR and the California State Library before July 1, 2021.

## LSCE's UWMP Team

In anticipation of the 2020 UWMP cycle, LSCE has assembled a team with the experience and successful track record of completing UWMPs to assist clients throughout California. For the 2020 UWMP cycle, LSCE's team includes an independent consultant, Mr. Jacques DeBra, who brings extensive water resource planning experience as discussed below. Our team has the experience to prepare a compliant plan that meets the minimum requirements of DWR and meets the water supply planning objectives of the District.

**Project Manager: Justin Shobe, P.E. (LSCE)** - Mr. Shobe is a Supervising Engineer with LSCE and a licensed California Professional Civil Engineer with 15 years of experience in planning and evaluation of water systems. Justin was the author of the Town of Discovery Bay's 2010 and 2015 UWMPs and has an in-depth understanding of the District's water system. Justin provides project management and engineering services in the areas of water master planning, distribution system modeling, and design and construction of water production and treatment facilities. For the District's 2020 UWMP, Justin will be the direct point-of-contact to the District and he will coordinate all work with the project team, conduct all meetings and presentations for the District staff and Board of Directors, and ensure the project meets the scope, budget and schedule requirements.

**Technical Advisor QA/QC: Jacques DeBra (Water Resources Management Services)** – LSCE has teamed with Mr. Jacques DeBra of Water Resource Management Services to provide technical assistance in completing 2020 UWMPs for a wide variety of clients. Mr. DeBra brings 29 years of experience in managing public water utilities that includes two decades with the City of Davis and the last six years

providing independent consulting to water utilities. Mr. DeBra has been preparing UWMPs since 1990 and is a member of the 2020 DWR Urban Advisory Group. He also serves on the DWR County Drought Advisory Group providing recommendations to the legislature for future actions to improve water resiliency. For the Town of Discovery Bay's 2020 UWMP, Mr. DeBra will provide technical advisement to the team and review of the initial draft to ensure it satisfies the minimum DWR requirements and provides suitable water supply planning into the future.

**Project Assistance: Oscar Serrano, P.E. (LSCE)** - Mr. Serrano has over 17 years of experience and is a Senior Engineer with LSCE. Oscar is providing project assistance for all of the 2020 UWMPs being undertaken by LSCE with oversight from the project manager and technical advisor. Oscar brings extensive experience in water master planning, water supply and demand analysis, design of water and wastewater facilities, technical writing, grant writing, water rights, and hydrologic/hydraulic modeling. Oscar will provide assistance in all phases of the project including the analysis of data, completing the required data tables, developing UWMP draft document from guidance of the project manager, and assisting in the development of presentations for the public workshop.

## Fee Proposal

LSCE's proposed fee estimate for the scope of engineering services for the 2020 UWMP are encompassed in the following table. The proposed fee includes labor under each task and outside engineering services, all as delineated in this proposal. LSCE will bill monthly for labor and materials, only as incurred, in accordance with LSCE's Schedule of Fees for Engineering and Field services (attached).

Task	Description	Outside Services	LSCE Services	Total
1	Project Administration	\$0	\$4,252	<b>\$4,252</b>
2	Preparation of Draft UWMP	\$4,140	\$24,346	<b>\$28,486</b>
3	Public Workshop to Review Draft UWMP	\$1,208	\$2,608	<b>\$3,816</b>
4	Final UWMP Adoption and Submittal	\$0	\$3,446	<b>\$3,446</b>
<b>Totals</b>		<b>\$5,348</b>	<b>\$34,652</b>	<b>\$40,000</b>

If LSCE is directed to deviate from the proposed scope, or to provide additional services, LSCE will provide notification of any potential changes in the estimated cost and time to complete the work. LSCE will not proceed with any work that deviates from the approved scope and budget until approval to proceed is granted.

MR. MICHAEL DAVIES  
MAY 15, 2020  
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We appreciate the opportunity to provide you with this scope and budget and look forward to preparing the 2020 UWMP for the Town of Discovery Bay Community Services District.

Sincerely,  
LUHDORFF & SCALMANINI  
CONSULTING ENGINEERS

A handwritten signature in blue ink, appearing to read "Justin Shobe".

Justin Shobe, P.E.  
Supervising Engineer

Attachments: Schedule of Fees for Engineering and Field Services (January 2020)



**Luhdorff &  
Scalmanini**  
Consulting Engineers

## **SCHEDULE OF FEES - ENGINEERING AND FIELD SERVICES 2020**

<b>Professional</b>	
Senior Principal	\$225/hr
Principal Professional	\$220/hr
Supervising Professional	\$210/hr
Senior Professional	\$192/hr
Project Professional	\$150 to 170/hr
Staff Professional	\$135 to 145/hr
<b>Technical</b>	
Engineering Inspector	\$140/hr
ACAD Drafting/GIS	\$135/hr
Engineering Assistant	\$105 to 125/hr
Scientist	\$105 to 125/hr
Technician	\$105 to 125/hr
<b>Clerical Support</b>	
Word Processing, Clerical	\$80/hr
Digital Communications Specialist	\$90/hr
Project Admin/Accounting Assistant	\$100/hr
<b>Other Services</b>	
Vehicle Use	\$0.58/mi
Subsistence	Cost Plus 15%
Groundwater Sampling Equipment (Includes Operator)	\$170.00/hr
Copies	0.20 ea
Professional or Technical Testimony	200% of Regular Rates
Technical Overtime (if required)	150% of Regular Rates
Outside Services/Rentals	Cost Plus 15%
Services by Associate Firms	Cost Plus 15%